

ORGANIZATION CODES IN FEPAAS **HOW TO IDENTIFY THE CODES NEEDED FOR SEARCHES**

Purpose

- The organization code used in FEPAAS may not be familiar to supervisors. If a supervisor has multiple organizations, organization searches can be complicated.

This instruction will show you how to determine the codes used for organizations assigned to you, and locate the employees in those codes.

FEPAAS Main Page:

<https://fepaas.whs.mil>

Once logged in, if you are accounting for employees, click on the 'Accounting' tab. If simply viewing records, click on the 'Employees'

FEPAAS / **FOURTH ESTATE PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM**
DEFENSE LOGISTICS AGENCY (DLA)

Logout

Home Manager/Supv. **Employees** Accounting Reports Reference My Info Help Admin

Announcements

As we look to the future, it is imperative to build a culture of preparedness for these events. We must be ever more proactive. We must define individual and organizational responsibilities for disaster preparedness and response. Preparedness is everyone's responsibility. Preparedness is power.

Another key part preparedness is the debut of the **Fourth Estate Personnel Accountability and Assessment System** or **FEPAAS**. This will be the official DoD tool for personnel accountability in the event of a natural or man-made disaster.

"Hurricane Katrina caught the services off guard with no real procedures in place to gain and maintain accountability of personnel and their family members," said Lt. Col. Trudy Leonard, chief of the Personnel Contingency Cell for the Army G-1.

FEPAAS was built based on a directive from the Department of Defense to address this issue. This Web-based tool allows employees to update information by using the internet or calling a toll-free number. In addition, FEPAAS will assist officials to determine the status of DoD employees and their families and then provide assistance as needed.

[Read more.](#)

Training

Online FEPAAS Training

DCO
DEFENSE CONNECT ONLINE

Live, online training sessions.
No registration is required, just login to DCO prior to the meeting time.

How Do I...

How Do I...

- Remove a SUPV from my organization?
- Find personnel on my roster that have not accounted?
- Download a User's Guide?

FAQs

- Do contractors need to be accounted for?
- How many Org IDs can I be a SUPV for?
- It's been 4 months since someone transferred. Why are they still on my roster?

Help and Contact Info

Help and Contact Info:

24-Hour DLA Customer Interaction Center (CIC)
1-800-334-3414
1-296-961-7625 (Commercial)
661-7625 (DSN)

DLA CIC Hearing Impaired Numbers
1-866-605-6566 (TTY)
1-269-961-7800 (Commercial)
661-7800 (DSN)

I Need to...

I Need to...

- Account for my employees
- See accounting reports for my Org ID
- See accounting reports for my hierarchy
- Find employees not on my roster
- Add a SUPV for my organization
- Update my contact info
- Lookup an Org ID by name
- Search the Org ID hierarchy
- Download reference information

While there are screen differences between the two tabs, this method works for both screens. We will show the 'Employee' screens for this purpose.

First, Find an Employee in the Organization

Enter the last name (or last name, part of first name) of an employee in the organization you wish to review and click on find.

The screenshot shows the FEPAAS (Fourth Estate Personnel Accountability and Assessment System) web application. The browser window title is "Fourth Estate Personnel Accountability and Assessment System (FEPAAS) - Windows Internet Explorer provided by Defense Logistics". The URL is "https://fepaassupport.whs.mil/". The page has a blue header with the FEPAAS logo and the text "FOURTH ESTATE PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM" and "DEFENSE LOGISTICS AGENCY (DLA)". A "Logout" button is in the top right. Below the header is a navigation bar with links: Home, Manager/Supv., Employees, Accounting, Reports, Reference, My Info, Help, Admin. The main content area is titled "All Fourth Estate Employees" and contains a search form. The form has fields for Event (dropdown), Last Name (starts with) (text input), First Name (starts with) (text input), Org ID (text input), Organization Name (text input), SSH (full or Last4) (text input), Designation (dropdown), Home City (text input), State (dropdown), Displaced City (text input), and State (dropdown). There is a "Results Per Page" dropdown set to 50. Below the form are buttons for "Find", "Reset", and "Add Employee". A "Designation Definitions" link is also present. Below the buttons is a table header with columns: Action, Event, Name, Pay Grade, Org ID, Designation, Home Location, and Displaced Location. Below the table header is a large empty box with the text "Enter search criteria above and press the 'Find' button to display a list of sponsors." Two red arrows point from the text box on the left to the "Last Name (starts with)" and "Find" buttons in the search form.

Action	Event	Name	Pay Grade	Org ID	Designation	Home Location	Displaced Location
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Use Their Org Code to Find Others

The employee's record will return. Copy the Org Id from the employee line into the

Clear the name from the search fields, and select 'Find'

The screenshot shows the FEPAAS (Fourth Estate Personnel Accountability and Assessment System) interface. The search criteria at the top include fields for Event, Last Name, First Name, Org ID, Organization Name, SSN, Designation, Home City, State, Displaced City, and State. The 'Org ID' field in the search criteria is highlighted with a red arrow. Below the search criteria, the results table shows one record with the following details:

Action	Event	Name	Pay Grade	Org ID	Designation	Home Location	Displaced Location
-- select --	DLA Test Event, FEPAAS Demo Event, DLA_Union Demo	[REDACTED]	GS07	J8H9D	DOD CIVILIAN EMPLOYEES	[REDACTED] VA	

Organization Find

This time you should see everyone in the organization.

Note: the Accounting screen will limit the view to employees in the event population.

Fourth Estate Personnel Accountability and Assessment System (FEPAAS) - Windows Internet Explorer provided by Defense Logistics

https://fepaasupport.whs.mil/

File Edit View Favorites Tools Help

Snagit Convert Select

Favorites DLA Human Resources Google Army Job Aids and Index DLA Columbus Today - DLA ... DLA eWorkplace DLA Home Use Program Inf... DoD Antivirus site DoD Webex version

Fourth Estate Personnel Accountability and Assessment System (FEPAAS) - Windows Internet Explorer provided by Defense Logistics

FEPAAS FOURTH ESTATE PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM DEFENSE LOGISTICS AGENCY (DLA) Logout

Home Manager/Supv Employees Accounting Reports Reference My Info Help Admin

All Fourth Estate Employees Help

Event Last Name (starts with) First Name (starts with) Org ID Organization Name SSN (full or last4) Designation Home City State Displaced City State

Any Active

Results Per Page: 50 Find Reset Add Employee Designation Definitions

Total Results: 4 Page 1 of 1 Export to Excel Help

Action	Event	Name	Pay Grade	Org ID	Designation	Home Location	Displaced Location
-- select --	DLA Test Event, FEPAAS Demo Event, DLA_Union Demo		GS15	J8H9D	DOD CIVILIAN EMPLOYEES	VA	
-- select --	DLA Test Event, FEPAAS Demo Event, DLA_Union Demo		GS13	J8H9D	DOD CIVILIAN EMPLOYEES	VA	
-- select --	DLA Test Event, FEPAAS Demo Event, DLA_Union Demo		GS07	J8H9D	DOD CIVILIAN EMPLOYEES	VA	
-- select --	DLA Test Event, FEPAAS Demo Event, DLA_Union Demo		GS14	J8H9D	DOD CIVILIAN EMPLOYEES	OH	

Done

Start fepaas deployment... Microsoft Excel PAW.DOC [Compa... Slide shows 6 Microsoft Office... 2 Internet Explorer FEPAAS-SPV- Date... 11:37 AM

If you supervise multiple orgs, repeat for each organization.